



**BOARD OF REGISTERED NURSING**  
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**Ruth Ann Terry, MPH, RN, Executive Officer**

## **Guidelines for Prelicensure Nursing Program Continuing Approval Report and Site Visit**

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### **Continuing Approval Report (Full Report) EDP-P-16:**

This report is a detailed review of the nursing program completed by the faculty and submitted to the Board **every eight years**. This report is necessary for the program to receive continuing approval by the Board. A program site visit follows the submission of the report to ensure compliance with Board rules and regulations.

### **Continuing Approval School Site Visit Requirements:**

There will be a school site visit associated with the Continuing Approval Report. It may range from one to three days. The duration of the school visit will be determined by the size of the program and the submitted *Continuing Approval Report*.

Tentative dates for the NEC's scheduled visit will be determined in consultation with the program director approximately one year before the scheduled visit. Site visit will include meetings with students, faculty, and administration. Site visits to clinical facilities may also be requested.

### **Exhibits to be available for Continuing Approval school visit:**

The following exhibits may be requested for review at the time of the school visit:

- Examinations from each course
- Course evaluations for both theory and clinical courses
- Minutes of faculty and committee meetings
- Contracts with clinical facilities
- Written program evaluation plan, analysis of collected data and action plans to address pertinent follow up actions
- College/Nursing student and Faculty Handbook
- Surveys and survey results from graduates and employers.

**Interim Visit:** This one-day site visit is **scheduled four years following** the continuing approval visit or whenever there is a need as identified by the NEC. The program **does not submit a report** in preparation for this visit. During this visit there is an opportunity for the NEC to speak with students, faculty, and administration to discuss program concerns, related to program administration, curriculum, program resources, student and faculty satisfaction, student participation, clinical facilities, and program evaluation.

**Activities during the Interim Site Visit:**

- Meeting with the director: Questions that may be asked include: What has happened during the last four years, i.e., what problems, if any, the program is facing, any anticipated program changes, such as a new building, program expansions, any changes in faculty, such as retirement, etc.
- Evaluation plan implementation: Review of evaluation data, analyses, and actions taken, such as attrition/retention, NCLEX rate. Review of minutes, if needed.
- Meeting with faculty: What program issues are faculty working on? Any plans for curriculum revision?
- Meeting with students: Questions related to learning experiences, clinical experiences, faculty support, etc.
- Review of documents as needed. Materials that should be available (if requested): Minutes of meetings, such as curriculum, faculty committees; course evaluations, faculty evaluations, and clinical facility evaluations; faculty forms, clinical site approvals, and contracts.
- NEC will complete a short summary of the site visit on the *“NEC Documentation of Program Contact”* (EDP-S-01) for the Program file.